

Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints
Develop	Plan It!	Training Needs Analysis	Conduct Audience Analysis	SFAU PM, ID, SMEs, Users	
		Conduct Performance Analysis	SFAU PM, ID, SMEs, Users		
		Identify Learning Objectives	ID		
		Instructional Design Plan	Identify Course Scope (Content, Instruction)	ID, SMEs	
			Determine Delivery Strategy/ Instructional Strategy	ID, SFAU PM	
			Identify Logistics Strategy	LC	
		Project Plan	Identify Roles (Role Map)	ID, PPM, SFAU PM, ID	
			Identify Responsibilities	SFAU PM	
		Task Order	Create Workplan (Tasks, Deliverable, Schedule, Check-in Points)	SFAU PM, LC, Production	
		Project Management	Create, Review and Award Task Order	SFAU PM, COR, PS, PPM	
	Kick-off meeting		SFAU PM, SFAU PM, PPM, PS		
	Design It!	Instructional Strategy/ Storyboard	Control project work throughout each phase	SFAU PM, PPM	
			Create Macro Storyboard (Goal Map)	ID, SMEs	
			Review and Adopt Training Material Standards (Templates)	ID, SMEs	
		Content Outline	Create Engagement, Interactive and Learning Relevance Activities (Activity Name, Activity Type, Learning Objective for Activity, Content Scope, Artifacts/Tools, Examples Needed, Feedback Strategy)	ID, SMEs, LC	
			Develop Scripts, Blocking & Schedule Production	MC, ID, SME, SFAU PM, COR	
			Design Instructional Platform	ID	
		Alpha Usability Test	Create Macro Content Outline & Gather Information	ID, SMEs	
			Plan Alpha Usability Test	TST	
		Evaluation Instrument	Conduct Alpha Usability test (results & recommendations)	TST, Users	
			Plan Evaluation/Measurement tools & methods	QC	
		Deliverable Schedule	Create Micro Implementation Timeline (Implementation Schedule, TOT Design Requirements, Training Maintenance Plan)	SFAU PM	
			Create Logistics Timeline (Logistics, Resource & Site Requirements)	SFAU PM	
		Support Processes	Identify Help/Support Processes required	SFAU PM, ID	
			Kick-off meeting	All Participants	
	Project Management	Create Communication Plan	SFAU PM, Comm		
		Control project work throughout each phase	SFAU PM, PPM		
	Build It Classroom!	Trainer & Training Materials	Create Detailed Course Content (Micro Content Outline)	SMEs, ID	
			Create Instructor/Facilitator material (Media, presentations, activities, scenarios, classroom charts)	SMEs, ID, MC	
			Create Video	ID, MC	
			Create Graphics	ID	
			Purpose Team for Trainer Course structure, content, material and logistics	ID, SMEs, LC	
			Select Trainers for TOT	SFAU PM, PPM	
		Participant Materials	Create Detailed Course Content (Micro Content Outline)	SMEs, GD, MC	
Create Participant Material (guide, workbook & artifacts)			SMEs		
Develop Performance Support Materials (props/job aids)			ID, SMEs, GD, MC		
Testing		Dry Run	SMEs, SFAU PM		
		Plan Internal Beta Usability tests	TST		
		Conduct Internal Beta Usability Tests	TST, Users		
Support Processes		Plan Pilot Development tests	TST		
		Conduct Pilot Development tests	TST, Users		
Evaluation/Measurement		Build Help/Support processes	ID, SMEs		
		Develop Evaluation/Measurement tools & methods	QC		
Training Logistics		Execute Training Logistics	LC		
		Package Materials (printing & shipping)	DP		
Training Schedule		Select Trainers & Select Sites	SFAU PM, PPM, LC		
		Schedule Programs	SFAU PM, PPM, LC		
Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM			
	Create Course Content (courses by solution - CBT, Base Site)	SMEs, ID			
Develop	Build It Online!	Course Materials	Create Activities (Micro Storyboard, Artifacts, Tools, & Feedback)	SMEs, ID	
			Identify Examples	SMEs	
			Develop Feedback	SMEs	
			Create Media	MC	
			Create Graphics	ID	
			Create Training Database	SMEs, IT	
	Testing	Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC		
		Dry Run	SMEs, SFAU PM		
		Plan Internal Beta Usability tests	TST		
	Package Materials	Conduct Internal Beta Usability tests (results)	TST, Users		
		Plan Pilot Development tests	TST		
	Support Processes	Conduct Pilot Development tests (results)	TST, Users		
		Plan Component, Assembly & System Development tests	TST		
	Evaluation/Measurement	Conduct Component, Assembly & System Development tests (results)	TST, Users		
Package Materials (printing & shipping)		SMEs, DP			
Support Processes	Build Help/Support processes	ID, SMEs			
	Develop Evaluation/Measurement tools & methods	QC			
Deliver	Do It!	Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	
			Schedule trainers	SFAU PM	
		Train the Trainer (TOT)	Conduct Train the Trainer sessions (TOT evaluations)	Dev, TRN	
			Execute Logistics Support	LC	
		Ongoing Training	Registration	LC	
			Deliver Training	TRN, Users	
			Conduct Trainer Evaluations	TRN	
			Implement Ongoing Support	IT/Dev, TRN	
		Project Management	Implement Training Maintenance plan	Dev, TRN	
			Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM	
	Assess It!	Conduct Evaluation	Collect Design, Delivery and Economic Effectiveness data	QC	
			Summarize Evaluation/Measurement Results	QC	
		Analysis	Analyze Evaluation/Measurement results	QC	
			Create Plan of Action/Make Recommendations	PPM, SFAU PM, QC, SMEs	
Project Management	Debrief	All Participants			
	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM			

**Legend**

Mgmt: PS - Program Sponsor, PPM - Program Project Mgr.

SFAU PS - SFAU Project Sponsor, SFAU PM - SFAU Project Mgr.

SFA U; COR - Contracting Officer Representative, Comm - Communications POC, LC - Logistics Coordinator,

QC - Quality Control

Team: TL - Team Lead, Dev - Development Team, ID - Instructional Designer, SME - Subject Matter Expert,

TRN - Trainers, Users - End Users/Trainees

Other: DP - Desktop Publishing, GD - Graphics Designer, IT - Information Technology (programmer, tech. adv.),

MC - Media Coordinator, TST - Tester, TA - Technical Adviser

Management Checkpoint

Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints
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Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
DEVELOP	Plan It!			
		Audience Analysis		
			Identify stakeholders (key players & roles)	
			Conduct audience analysis	
			Assess current performances	
			Define "to be" performance requirements	
			Identify performance gaps	
			Identify strategy for addressing gaps	
		Curriculum Plan		
			Identify learning objectives	
			Identify content scope	
			Determine training delivery strategy	
			Determine instructional platform	
		Project Plan		
			Identify tasks, deliverables & roles	
			Develop budget	
			Create macro & micro timeline	
			Define check-in points	
		Task Order		
			Create task order	
				Review proposal
			Award task order	
		Project Management	Control project work throughout each phase	
	Design It!			
		Instructional Strategy/Storyboard		
			Create macro storyboard	
			Review and Adopt Training Material Standards	
				identify activity type map objectives and content to activity identify artifacts/tools feedback strategy
			Create activity designs	
		Content Outline		
			Gather detailed content	
		Delivery/Technical Architecture	Gather requirements	
			Confirm development & delivery requirements	
		Alpha Usability Test		
			Conduct Alpha usability test	
		Evaluation Instrument		
			Plan evaluation/ measurement tools & methods	
		Implementation Plan		
			Create implementation plan	
		Support Processes		
			Identify help/support processes required	
		Communication Plan		
			Create communication plan	
		Project Management		
			Kick-off meeting	
			Control project work throughout each phase	
	Build It! Classroom			
		Instructor Materials		
			Create detailed course content	
			Create instructor material	
			Prepare train the trainer course structure, content, material and logistics	
		Participant Materials		
			Create detailed course content	
			Create participant material	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
	Build It! Online			
		Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test
		Package Materials		
			Package materials (printing & shipping)	
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
DELIVER	Do It!			
		Train the Trainer (TOT)		
			Schedule trainers	
			Conduct train the trainer sessions	
		Logistics Support		
			Execute logistics support	
		Ongoing Training		
			Registration	
			Deliver training	
				conduct course evaluations
			Implement ongoing support	
			Implement training maintenance plan	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
		Control project work throughout each phase		
	Assess It!	Conduct Evaluation		
			Collect design effectiveness data	
			Collect delivery effectiveness data	
			Collect economical effectiveness data	
			Summarize evaluation/measurement results	
		Analysis		
			Analyze evaluation/measurement results	
			Create plan of action/make recommendations	
		Communication Plan		
			Conduct ongoing communication	
Project Management				
	Control project work throughout each phase			